TITLING & INDEXING

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Contents

1 SUBJECT HEADS

1.1 Functional Filing System

(1) Government has adopted Functional Filing System (FFS) under e-Office.

(2) Functional filing system is a system for identifying and arranging office files to facilitate retrieval. FFS provides for the division and identification of files into distinct categories called heads.

1.2 Heads

(1) Each department (a.k.a. 'Global Organisation' in e-Office) handles the subjects allotted to it by Government under the AP Business Rules. These subjects are further sub-divided into heads and allotted to different sections within an office in the department.

(2) The subjects allocated to a secretariat department under the Business Rules are broken down as follows:

   (i) Departments (Basic heads)

   (ii) Main functions of the department (Primary heads)

   (iii) Sub-functions under each function (Secondary heads)

   (iv) Activities under each function (Tertiary heads)

(3) The single most important word that is placed after the name of the Department is called the primary head. It helps in locating the files in the index to the electronic/ physical file register. The primary head will be followed by the secondary head which should be more indicative of the precise clarification of the file than the primary head. In identifying secondary head the consideration to be borne in mind should be that the word or words selected should be such as are likely to strike anyone in need of the file. In drawing up lists of basic, primary, secondary and tertiary heads and their further sub-divisions, where necessary, some rational sequence in arranging the heads in the same list may be followed. Such an arrangement may adopt any of the following orders or a combination thereof as convenient.

   (i) step-wise process

   (ii) descending levels of importance of heads

   (iii) diminishing frequency of occurrence of different events identified by suitable heads

(4) Under the basic head (department), two sets of heads are created viz., those relating to Office Procedure (OP), and those relating to functional matters. The General Administration Department standardises the heads relating to OP which are common to all Government offices. The file heads relating to functional subjects are notified by the Secretary to Government/Head of the Department.

(5) Entries in each list of standardized heads (viz. under basic heads, primary heads, secondary heads, tertiary heads and so on) may be arranged in alphabetical order, if any other type of sequence has not been followed.

(6) Each head is identified by a unique code consisting of 4 alphabets. For ex.

Basic Head	PH Code	Primary Head	SH Code	Secondary Head	TH Code	Tertiary Head
GAD01	POLL	Political	CM	Chief Minister	CMAO	CM - Assumption of Office
GAD01	POLL	Political	CM	Chief Minister	ALPO	Allocation of Portfolios

(7) Based on the above list of heads, a functional file index for various substantive subjects dealt with by a department together with an identifying file numbering system is then developed.
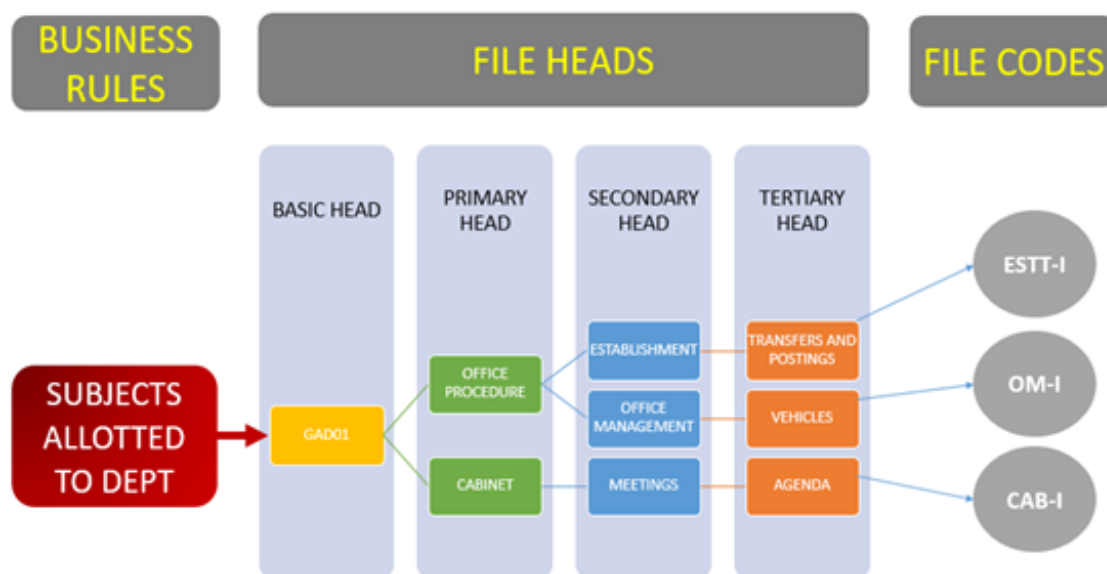
2   FILE NUMBER

2.1   File number

(1) Each file opened under FFS is given a unique file number. The e-Office creates files with unique file numbers. When a new file is created by a user he has to select a file head. File number will be generated by selecting file heads (Basic Head, Primary Head, Secondary Head, Territory Head).

(2) The file number consists of the following three parts:

   (i) File head: Basic head > Primary head > Secondary head > Tertiary head

  (ii) Serial number: A running serial number followed by the calendar year

 (iii) File code: Unique code given to the office section

(3) The third part the 'File Code' which is appended at the end helps in locating the file at a later stage.
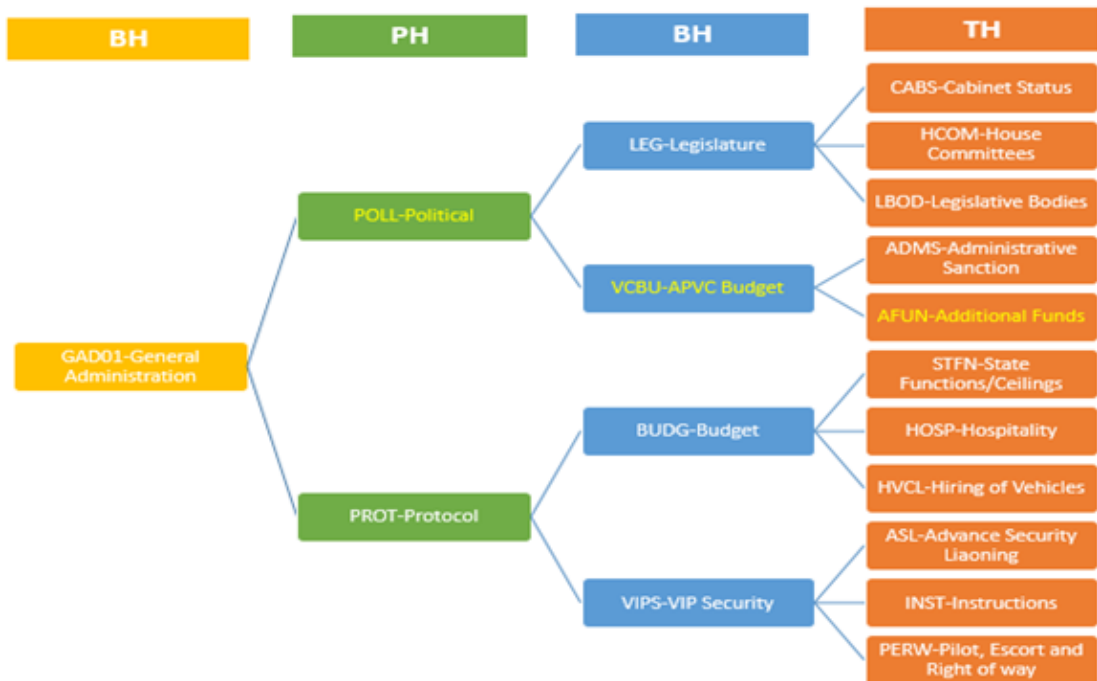
2.2 Examples

(1) File number when all heads exist:

GAD01-POLL0VCBU(AFUN)/1/2018-SC-F

BH — PH — SH — TH — Sequence Number in calendar year — File code (section)

Zero always separates primary head and secondary head

( ) brackets always enclose Tertiary head
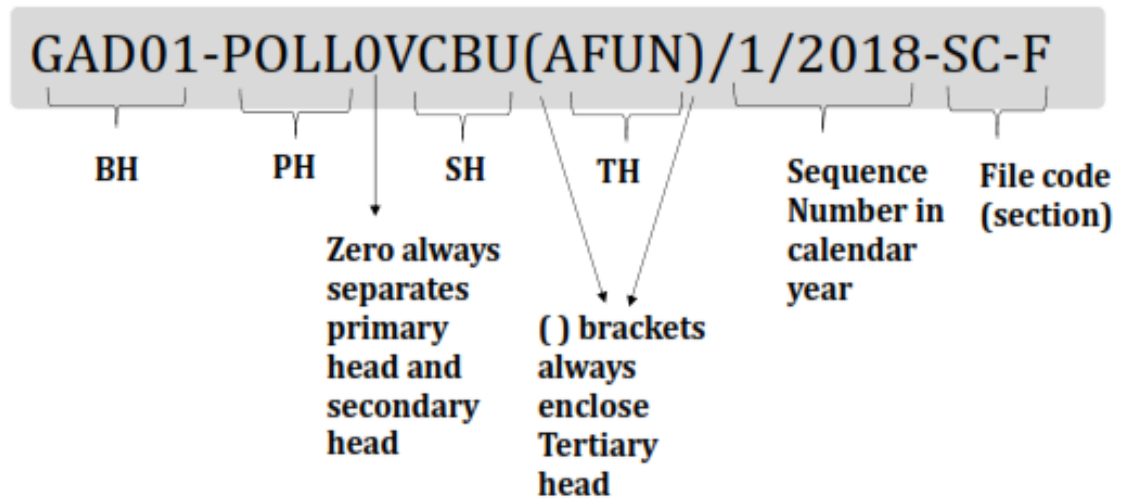
Code	Basic Head (BH)	Primary Head (PH)		Secondary Head (SH)		Territory Head (TH)	
GAD01	Genl. Admn. Dept	POLL	Political	VCBU	APVC Budget	AFUN	Addl. Funds

(2) File number when tertiary head is absent:

GAD01-POLL0VCBU/1/2018-SC-F

BH   PH   SH   Sequence Number in calendar year   File code (section)

Zero always separates primary head and secondary head
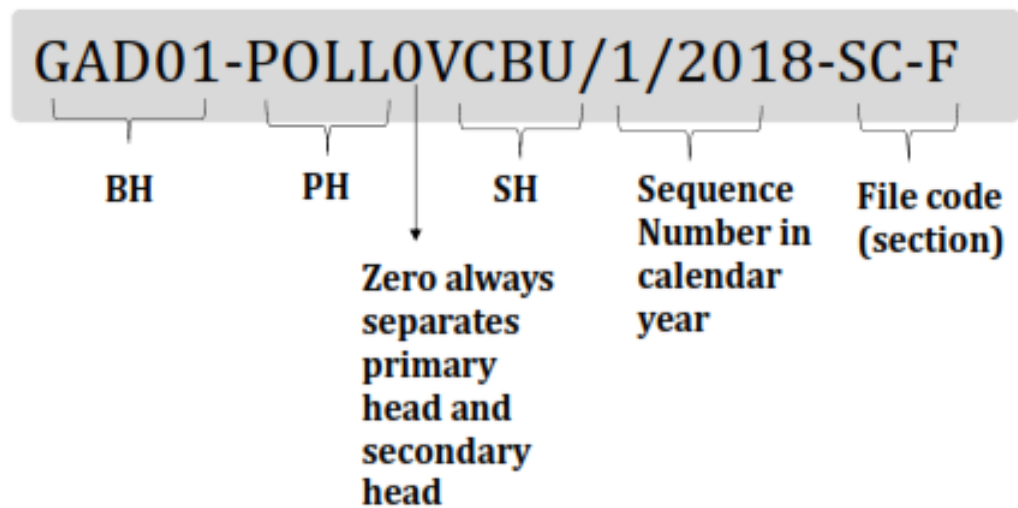
(3) File number when secondary head is absent:

GAD01-POLL/1/2018-SC-F

BH   PH   Sequence Number in calendar year   File code (section)
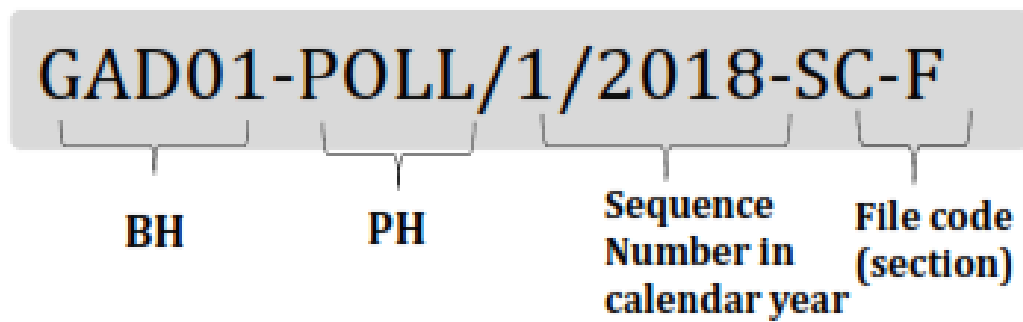
3   OFFICE SECTIONS

3.1   Section (File code)

(1) Every office section should be given a unique code called 'File Code'.

(2) Office section is referred as Organisation Unit (OU) in e-Office.

(3) Supervisory officers such as Superintendents, Assistant Directors, Assistant Secretaries, Secretary, Office heads, Directors etc. are also treated as sections. Therefore, they must be assigned an independent File Code.

3.2   Dealing staff (Users)

(1) Staff dealing with files are called users.

(2) Users are created within each section (OU) where they belong.

3.3   Subject distribution

(1) Secretary to Government or Head of department or district head assigns subject heads to the dealing sections. This process is called 'Files Heads mapping'.

(2) File Heads mapping is done in e-Office by assigning each file head to a dealing section represented by its File Code.

(3) A file head may be assigned to more than one File Code.

4 TITLES

4.1 Writing titles

(1) Files or papers of Government are classified subject wise. Every file or paper in Government is identified by its title. The subject given to a file is called its "Title". It should be as brief as possible but it should give, at a glance, sufficient indication of the contents of the file so as to serve as an aid to its identification.

(2) The title is divided into two parts.

  (i) Head

 (ii) Title proper

(3) After the Head will come the title proper reflecting the content. The content must be brief and clearly indicative of the question or issue in relation to the standard head and where necessary, the specific institution, person, place or thing involved.

5   INDEXING

5.1   Stage of Indexing

Files will be indexed at the time of their recording. Only those files which are categorized as 'A' and 'B' (see Record Management) will be indexed.

5.2   Manner of Indexing

(1) Office work involves preparation and maintenance of records and making them available as and when necessary. Where records are classified in numerical order or subject wise, an index is necessary. Indexing is the process of determining the head under which the documents are filed. Index is a guide to records.

(2) Index is a list of titles of files or papers which are arranged subject-wise.

(3) The purpose of an index is

  (i) to find out whether a particular file or paper relating to any subject exists,

  (ii) to know the location of a file or paper,

  (iii) to facilitate retrieval of a file or paper from the record room, and

  (iv) to facilitate cross referencing.

(4) The record room for born-digital files exists in digital form in the e-Office.

5.3   Indexing files

(1) Where functional filing system is followed, files need not be indexed under the basic, primary, secondary and tertiary heads for which the classification scheme itself will provide the master index. However, such files will have to be indexed under the catch-words used in the title proper (content part of the title) which falls outside the standardized headings.

(2) Format of index report. The heads, title proper, decision, followed by number of the file and date, are printed as indicated below -

Primary Head	Secondary Head	Tertiary Head	Title Proper	Decision / Ruling in brief	File No.	Date

5.4 Indexing outward communication

(1) Maintain a separate index for each department.

(2) An index consists of two parts.

    (i) Part-I consists of proceedings and letters in the Manuscript series.

    (ii) Part-II consists of proceedings and letters in Routine series and important demi-officials endorsement etc., which are given distinct series of disposals. In General Administration Department, within Part-II maintain separate groups for (i) Proceedings (ii) Letters, demi-officials, etc. and (iii) Endorsements.

(3) Generate two sets of indexes for each year, one in alphabetical order of the heads for use in section, and the other in the sequence of file numbers for the use of the departmental index.

S.No.	File Number	Primary Head	Secondary Head	Tertiary Head	Outward Communication Number	Issued Date	Category (G.O.Ms./ GO(P)/ G.O.Rt.)	To whom

5.5 Monthly Index of outward communication

(1) Generate and circulate the following monthly index of proceedings etc. to all officers and sections in the department on a monthly basis.

(2) The disposals prepared in accordance with the orders of Ministers or the Governor are to be shown as 'circulated' to them though the disposals themselves may not have been seen by them.

(3) A report should be auto-generated on the evening of the last working day of every month as follows.

Department	Series	Security classification	Circulated to	Approved by	Secretary (seen/not seen)	G.O. number	Date	Cross reference

(4) In generating Part I of the Monthly Index, the disposals seen by the Governor/ CM/ Minister/ Secretary/ MLO/AS etc., should be able to be sorted in the electronic report.

(5) As soon as monthly indexes are generated, send email to the AS/ MLO/Secretary/ Minister/ Secretary to Governor.

5.6   Annual Index of outward communication

(1) On the last day of the year generate Annual index for use in the Department.

(2) All Government orders, letters, etc., issued during the year in the department should be in the index.

(3) Maintain a distribution list (official e-mails) of the Annual indexes as follows. Category (Office/ CRB/ Other office) | official email

5.7   Custody of index reports

(1) Index reports generation will be monitored by the Record Assistant/ Section Assistant concerned.

(2) After all the files relating to a year have been recorded, the reports will be maintained in the Knowledge Management System of e-Office for reference by all concerned.

5.8   Stock Report

(1) Every Section will generate a stock report in the form below for keeping note of important rulings and decisions having a precedent value for ready reference.

Primary Head	Secondary Head	Tertiary Head	Title Proper	Decision/ Ruling in brief	File No.	Date

5.9   Miscellaneous

(1) Sections should submit a progress report on the 1st of every month and first of January on the generation or the above reports to the AS/MLO

(2) Sections should check the process being followed for auto generation of indexes and reports.

GOVERNMENT STRUCTURE

SECRETARIAT INSTRUCTIONS

HANDLING TAPPAL

TITLING & INDEXING

PREPARING FILES

MINISTER'S ORDERS

SPEEDY DISPOSAL

HANDLING SECRET PAPERS

LEGISLATIVE MATTERS

ISSUING ORDERS

OUTWARD TEMPLATES

PRINTING
ముద్రణాలయం

RECORD MANAGEMENT

MEDIA COMMUNICATION

SECRETARIAT ATTENDANCE
కార్యాలయ హాజరు

OFFICE MANAGEMENT
కార్యాలయ నిర్వహణ

PAYMENTS
చెల్లింపులు

BUDGET MANAGEMENT
బడ్జెట్ నిర్వహణ

PERFORMANCE MONITORING
పనితీరు సమీక్ష

CENTRAL RECORD BRANCH
కేంద్రీయ దస్త్ర బండాగారం

MANAGING LIBRARY
గ్రంథాలయం

- ◻ Introductory
- ◻ Inward
- ◻ Outward
- ◻ Decision Making
- ◻ Office procedure

GENERAL ADMINISTRATION DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH